

## ***COURTROOM CLERK I/II***

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### **DEFINITION**

Classes in this series attend sessions of the Superior Court, perform all duties of a Deputy Clerk of the Court as outlined in the California Government Code, and maintain court calendars. Incumbents may be assigned to full time courtroom clerk duties and/or assigned to clerk in limited case types while performing additional legal process responsibilities. Perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Courtroom Clerk I: This position is distinguished from a Courtroom Clerk II in that it is the entry level in the Courtroom Clerk series. Incumbents receive training in courtroom procedures and initially accompany an experienced Courtroom Clerk to trials and hearings to learn techniques for preparing the minutes for court proceedings. Work is closely reviewed until the incumbent has mastered the requirements of the job.

Courtroom Clerk II: This position is distinguished from the Courtroom Clerk I in that it is the senior level of the Courtroom Clerk series. Incumbents in this position independently perform the more difficult and highly technical courtroom clerk work and may have the responsibility for mentoring and training.

### **TYPICAL TASKS**

- prepare, maintain and examine records of Court proceedings for correct legal format, accuracy and statutory limitations;
- take and enter minutes of court actions, motions, dispositions, hearings, trials and calendars;
- enter orders of the court into the case management system;
- receive, mark and preserve exhibits;
- impanel juries and keep records of jurors appearances;
- administer oaths to witnesses, jurors and bailiff;
- coordinate with Jury Services on the collection of jurors fees and mileage and court reporter appearance fees;
- issue bench warrants, subpoenas, and writs when ordered by the Court;
- process motions for new trial and statements of decision;
- search Court records for attorneys and public;
- generate orders, judgments and commitments;
- compose, prepare and mail correspondence;
- act as liaison between the judicial officers, court staff, attorneys, other agencies and the public;
- research various codes and rules;
- prepare and maintain court calendars.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- legal terminology; laws, codes, rules of court, ordinances and procedures sufficient to clerking in a Superior Court courtroom;
- proper customer service techniques;
- basic principles of English grammar, spelling and punctuation for business correspondence and minute order preparation;
- courtroom protocol.

### **Ability to:**

- learn/use legal terminology and procedures for preparing, examining and maintaining legal documents and minute orders;
- communicate effectively;
- organize facts; apply complex rules and procedures; follow oral and written instructions;
- independently exercise good judgment;
- perform a variety of duties while maintaining attention to detail and accuracy;
- work with judicial officers, co-workers, attorneys, supervisors and the public in an environment with competing background noises;
- keyboard at a corrected rate of 45 wpm;
- operate a personal computer and learn a variety of software programs.

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

## **EXPERIENCE/EDUCATION**

Courtroom Clerk I: Two years of responsible clerical work which must have involved the filing, indexing and processing of legal documents, forms or records used for Court proceedings.

Courtroom Clerk II: The above, plus one year of experience at a level equivalent to the class of a Court Clerk I; or three years of experience which must have involved the filing, indexing and processing of legal documents, forms or records used for Court proceedings.

## **OTHER CONDITIONS OF EMPLOYMENT**

- This classification requires incumbents to remain available to work in a courtroom setting outside of normal business hours, on an as needed basis.
- This position may require a valid driver's license.

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